April 9, 2015

ALL COUNTY INFORMATION NOTICE NO.: I-22-15

TO: ALL COUNTY WELFARE DIRECTORS
    ALL IHSS PROGRAM MANAGERS

SUBJECT: ANNUAL QUALITY ASSURANCE/QUALITY IMPROVEMENT
         PLAN REMINDER AND COUNTY CASE REVIEW REQUIREMENTS

REFERENCE: MANUAL OF POLICIES AND PROCEDURES §30-702.2;

This All-County Information Notice (ACIN) serves as a reminder that, per California
Department of Social Services (CDSS) Manual of Policies and Procedures (MPP)
Section 30-702.2, counties are required to submit an annual Quality Assurance/Quality
Improvement (QA/QI) Plan to CDSS no later than June 1 of each year.

The required elements of county annual QA/QI plans are described in the In-Home
Supportive Services (IHSS) QA/QI Policy Manual (page 20 of ACL No. 13-110) and in
the Community First Choice Option California State Plan Amendment #13-007 (page 9).
Those elements include:

- A QA Annual Budget Plan for the coming fiscal year. A budget planning form
  and instructions may be found on pages 36-39 of ACL No. 13-110. For your
  convenience, click here for a fillable form.
- A statement from the IHSS Program Manager attesting that the county IHSS QA
  Policies and Procedures (P&P) are current;
- A summary of any changes to the county’s IHSS QA P&P made since the
  previous annual QA/QI Plan; and
- A brief explanation of how the county is using information gathered through QA
  activities to improve the quality of the IHSS program at the local level.

Additionally, Fiscal Year 2015-16 case review (desk review and home visit) require-
ments will be forwarded via email to each county by April 15, 2015. Each county’s
minimum desk review requirement is a function of its QA staff allocation and is
calculated using the formula described in detail in ACL No. 13-110.
Any request for an alternative desk review minimum must be submitted to CDSS for approval, along with a detailed justification, no later than May 29, 2015. Requests for alternative minimums will be considered on a case by case basis. Requests received after the deadline will not be considered.

Counties will be required to conduct home visits totaling 20 percent of their desk review requirements.

If you have questions or require assistance with your annual QA/QI plan or with your county’s minimum case review requirement, please call (916) 651-3494 or e-mail ihss.pi@dss.ca.gov.

Sincerely,

**Original Document Signed By:**

HAFIDA HABEK, Chief  
Adult Programs Policy and Quality Assurance Branch  
Adult Programs Division